

# Board of Deacons (“BoD”) Meeting Minutes

October 20, 2018

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## A. In Attendance:

- a. **Attendees:** Bow-Nan Cheng (Secretary), Paul Huang, Zongkui (Joe) Ma, Charlene Tsang, Jianglin Liang, Tuanfeng Zhang, YanHua Yan, Jason Lee, Berhan Yeh, Ji-yong Wang, Pastor Caleb Chang, Yuguang He (elder)
- a. **Invitees:** Stan Wang, Samuel Chang
- b. **Absentees:** Jian Zhang (Treasurer), Ling Zhang

## B. Location: Church Office conference room

## C. Meeting Agenda & Minutes

- a. Meeting started at 9:03 am. Elder Yuguang opened in prayer.
- b. Free Sharing (All)
  - i. Deacons shared prayer requests and spent some time praying for each other
- c. Pastoral Sharing and Update (Pastor Caleb)
  - i. Mandarin Gospel Meeting (MGM)-Fall meeting review: same effort, but lower attendance on all session
  - ii. COM fall gospel
  - iii. Senior Pastor transition is going pretty smoothly (P Pan and P Caleb meeting weekly)
  - iv. Pastor Pan designed December’s preaching from advent series
  - v. Pastor short family retreat went very well → shared vision/dreams and got to know each other
  - vi. In the discussion of the use of the term “aging” in contexts of church growth. The biblical teachings do not consider “aging” as negative, instead, spiritual maturity should be the goal and it is the responsibility of the older generation/more spiritually mature to raise up and train up younger generation. A solid foundation of genuine, loving, personal and experienced mentorship is critical for a strong and vibrant discipleship.
  - vii. Church is facing some major decisions that need a lot of prayer
    - 1. Church building expansion vs.
    - 2. Church planting (i.e. Quincy or Andover) vs.
    - 3. Multiple services
- d. Board of Elders (“BoE”) Sharing (Elder Yuguang)
  - i. BoE reviewed children’s ministry
    - 1. Children’s ministry will focus on “Missions” in 2019
    - 2. 100+ children weekly → Space is a challenge especially on Friday nights
    - 3. Full-time assistant minister needed
    - 4. Philly ministry → surviving, but has great need for more and professional coworkers
    - 5. Co-workers stable, but overloaded → more prayers needed
    - 6. P Bowman on sabbatical Jan-Mar 2019
  - ii. Metro North outreach/church planting approach will be reviewed shortly
  - iii. Multi-purpose rooms needed to support youth ministry (100+ youth on Friday nights) and children’s ministry
  - iv. COM pastor/minister search status
    - 1. Proactive approach preferred
    - 2. Among 10+ applicants, strongly considering one
  - v. CB pastor search committee formed
  - vi. YM pastor/minister search committee formed
  - vii. Video/audio propriety policy potentially needed to address re-use of sermons and other

material

e. Financial Report (Jian Zhang/Ji-Yong)

i. Summary of key funds:

Funds	Offering (Sept)	Expense (Sept)	Tota (Sept)	Cumulative Balance
General	\$114,535	\$136,945	(\$22,410)	(\$12,937)
Mission	\$25,087	\$32,589	(\$7,502)	\$38,278
Capital	\$1,270	\$18,100	(\$16,830)	\$553,475
CBE Fund	\$1,500	-	\$1,500	\$328,200
SCM	\$2,195	\$544	\$1,651	\$70,071
Benevolence	\$300	\$2,000	(\$1,700)	\$9,700

ii. **General Fund Budget Usage Summary (up to September 30):**

1. Total offering \$ 338,299 (18.8% of budget)
2. Total expense \$ 351,237 (19.6% of budget)
3. Cumulative balance \$ -12,937
4. Targeted percentage 25.0% (3 months of a year)

iii. Note that the cumulative balance on the general fund is low because COM retreat had expenses, but have not submitted registration fees collected yet (as of September report)

f. Stewardship update (Joe Ma)

i. **NOTE: Please send all property issues (including picture) to:** [property@cbcgb.org](mailto:property@cbcgb.org)

ii. Property projects

1. Lower level parking lot crush-n-run project completed (Cost: \$8,000)
  - a. Parking lot corners and edges extended for additional parking
2. Project Status
  - a. Main parking lot and main driveway potholes cut and patched
  - b. Pavement near carriage house and playground walkway repaired
  - c. Mission house ramp and main building drop off area repaired
  - d. Main building ramp for handicap repaired
  - e. Lower level parking lot fine grade and roll gravel base completed
3. Parking lot crack sealing deferred to spring (cost is also very high - \$9,000)
4. 2 picnic tables with attached benches built for patio of building 151 (completed as an Eagle scout project)
5. Sewage pump
  - a. Annual septic tank service completed
  - b. Plan is to replace a sewage pump with a heavy duty one (2nd) in November and remove overhead power cables in drop-off area
6. Projects in pipeline
  - a. Church office basement entrance ground water leakage problem repaired
  - b. Improve connection between upper and lower parking lot picnic area
  - c. Install remote control for lights at parking lots
  - d. Build a walkway from upper parking lot to Stride Rite parking lots (may need to

include the Stride Rite upper parking lot in agreement for parking lot use)

- iii. Property Maintenance
  - 1. For any property/building issues, please take picture and send issue/request to: [property@cbcgb.org](mailto:property@cbcgb.org)
  - 2. New furniture
    - a. 116 new chairs for B01, B03, library, and carriage house - Pastor Jiang will take old chairs for Metro west
    - b. 2 new cabinets for room 216
  - 3. Added new mulch to playground
  - 4. Waterproof coating applied to wooden bridge and wooden staircase (to upper level parking lot)
  - 5. Broken window in carriage house fixed
  - 6. Backdoor A/V room door fixed
  - 7. Continue building protection board to drain rainwater away
  - 8. Dumpster rental planned for early November for church-wide cleanup efforts
- iv. Property Management
  - 1. Winter plans
    - a. Renew snow contractor removal contract
    - b. Clear gutters and leaves
  - 2. Church's tax exemption status renewal in process (expires Jan 4, 2019)
  - 3. Pastor/staff departure procedures completed for
    - a. Tim, Stan, Christine
  - 4. Completed office staff annual review
- v. Capital Fund Requests
  - 1. None
- g. Technology update (Jason Lee)
  - i. Church wifi network now completely works even above 250 users
  - ii. Purchased youth laptop out of youth budget for ALIVE presentation use
  - iii. Worked with CERT to determine preliminary security camera locations
  - iv. Renewed CM's Vimeo account. Need to re-evaluate this and video streaming spending
  - v. Considering purchasing a lift (\$11K) to replace light bulbs → need to also figure out a location to store it
  - vi. Future projects
    - 1. Chapel video upgrade to HD
    - 2. Interim projector bulb replacement
    - 3. Audio upgrade
  - vii. Reminder: all technology/AV purchase requests need to go to [itdeacon@cbcgb.org](mailto:itdeacon@cbcgb.org) before purchase (not just at reimbursement request) even if the money is coming from own ministry's budget → for consistency of technology and training
- h. COM update (Samuel Chang)
  - i. Brother Samuel gave us an overview of City Outreach Ministry (COM)
    - 1. Started from a MIT Chinese Bible study → became CBCGB fellowship in 2003
    - 2. First Sunday Worship at Ruggles Baptist Church on Easter Sunday in 2009
    - 3. Vision: Bring evangelism to Chinese students and scholars in the Boston area - Edify and equip them as faithful coworkers for building God's kingdom
    - 4. Lead by COM Pastor and COM Planning Group (PG)
    - 5. COM Planning Group (PG)
      - a. Objective: Plan long term COM initiatives and coordinate major ministry

- activities
- b. Bimonthly meeting
- c. Current Members: He Dong (Chair), Pastor Pan, Elder Chang, Chunyi Hu, Shin-Jong Chung, Duane Chang, Juan Chen, Samuel Chang
- 6. Core ministries
  - a. Evangelical, Worship, Admin, Children, Hospitality, Spiritual Foundations
- 7. 5 Fellowships
  - a. Boston Student Fellowship
    - i. 3 undergraduate student groups
    - ii. 4 graduate student groups
  - b. Longwood Fellowship
  - c. River of Delight (Young Professionals)
  - d. MIT Campus Evangelical Fellowship
  - e. Malden Student Fellowship
- 8. Upcoming Transitions
  - a. Pastor Pan will assume CBCGB senior pastor role December 2018
  - b. Elder Chang and Minister Duane and Juan Chen will coordinate all COM activities
  - c. Shin Jong Chung chairs COM Pastoral Search Committee
  - d. Pending visa status, Ministry Duane will be the interim minister for 1 year starting January 2019 and Juan Chen will also serve
- i. Other issues (All)
  - i. Church healthcare plan renewal
    - 1. New plan coverage: 12/1/18 - 11/30/19
    - 2. Renewal plans/options are provided by agent
    - 3. 3 options have been received and under evaluation
- j. Pastor Caleb closed in prayer and Deacon Ji-Yong adjourned the meeting at 12:10 pm.